

**Minutes
Board of Health Meeting
Chelan-Douglas Health District
November 19, 2018**

John Sterk, East Wenatchee City Council and Board of Health Chair, called the meeting to order at 3:01 p.m. and led the attendees in the Pledge of Allegiance.

Board Members Present:

John Sterk, East Wenatchee City Council
John Alt, Mayor, City of Entiat
Keith Goehner, Chelan County Commissioner
Doug England, Chelan County Commissioner
Dan Sutton, Douglas County Commissioner
Keith Huffaker, Wenatchee City Council (via conference call)
Jill Thompson, Waterville Town Council

Administrative Staff Present:

Barry Kling, Administrator and Environmental Health Director
Francis JV Collins, MD, Chelan-Douglas Public Health Officer
Kandis Boersema, Associate Administrator, Fiscal and Support Services
Carol McCormick, Associate Administrator, Personal Health Services
Veronica Farias, Health Communications Coordinator
Lorena Orozco, Chief Deputy Registrar/Fiscal Assistant

Public Present:

Sharon Waters, Leavenworth City Council

Consent Agenda

Jill Thompson, Waterville Town Council, made a motion to approve the consent agenda that includes the October 15, 2018 Board Meeting Minutes, October Payroll in the amount of \$237,476.80, October Benefits in the amount of \$91,168.58, approval of payment of 2018 Vouchers No. 2018-0701 to 2018-0775 in the amount of \$90,898.69. Dan Sutton, Douglas County Commissioner, seconded the motion and it carried unanimously.

Program Update

Carol McCormick, Associate Administrator/Personal Health Services: Home Visiting. Carol reported the Department of Children, Youth and Families (DCYF) awarded Chelan-Douglas Health District a home visiting grant, for \$500,000. \$250,000.00 for startup costs and \$250,000.00 for the first fiscal service year beginning in June 2019. Nurse Family Partnership (NFP) is the selected evidence-based program for our region. The program focus is to provide services to low-income, teen, and first time mothers. The program has been in existence for over 40 years, is in the top tier of home visiting evidence-based programs for preventing child abuse and neglect, and has proven significant return on investment. In addition, NFP shows improvements in childbirth outcomes, increased parenting skills, improved kindergarten readiness, reduction of welfare dependency, and decreased involvement in crime. A wide range of agencies that collaborated to review local data, needs, and determine the best programs for our area supported the Health District's proposal.

Board Discussion

John Sterk, East Wenatchee City Council and Board of Health Chair, congratulated Keith Goehner on his election to the Washington State House of Representatives.

Public Comment

Keith Goehner, Chelan County Commissioner, had a question regarding 59'er Diner and was wondering if it had re-opened.

Barry Kling, Head Administrator, was not aware that it had reopened, but reassured everyone that they wouldn't have been able to open unless they went through the initial pre-opening process.

New Business

Barry Kling, Administrator/Environmental Health Director, stated that he had emailed to Board members the current Strategic Plan. He reported that the approach of the current plan was to focus on key issues and a few important strategic initiatives for our organization rather than trying to cover everything that is important for the Health District to do. He believes this approach still makes sense and suggested we use it to develop a new

Strategic Plan. He suggested that the Board of Health Chair appoint a Strategic Planning Committee consisting of our management team and a commissioner and a city representative from each county. The committee would review the progress on the strategic initiatives in our current plan, and develop a new draft. The draft plan would be presented at a Board of Health meeting in early 2019, any necessary changes and improvements would be made, then the plan would be adopted at a future BOH meeting.

John Sterk, Board of Health Chair, believed that it would be a good idea to appoint representatives who are familiar with the goals and principles of Chelan-Douglas Health District and to appoint the representatives at this time.

Jill Thompson, Waterville Town Council, Dan Sutton, Douglas County Commissioner, Keith Huffaker, Wenatchee City Council, and Doug England, Chelan County Commissioner, all volunteered to be on the Strategic Planning Committee. Barry will follow up with them in the near future.

Unfinished Business

Kandis Boersema, Associate Administrator, Fiscal and Support Services, presented the 2019 Preliminary Budget to the Board. She summarized the minor changes that were made from the previous preliminary budget. This is considered the first reading of the 2019 budget, on which final action is expected at the December meeting.

Barry Kling, Administrator/Environmental Health Director, reported that there have been a few staff changes in the solid waste program recently due to staff members retiring. These changes opened up a vacancy in the solid waste program. Barry stated that rather than filling that position with an Environmental Health Specialist we are proposing creation of a new type of position as part of the 2019 budget. The new position would be an Environmental Health Tech which would not require a Bachelor's degree. This position would be less expensive but would do the job given appropriate oversight by an Environmental Health Specialist. Barry stated that we have already identified a current employee who would do an excellent job, but the position will not be official until the Board creates it as part of the annual budget to be passed in December. If the position is approved as part of the budget, the EH Tech would begin January 1st which would give him a 3 month overlap of training before the Senior Environment Health Specialist retires.

Kandis Boersema, Associate Administrator of Fiscal and Support Services,

reported that there was one new fee added to the budget. She proposed that the late fee for food permit renewals increase from 15% to 50% of the food establishments permit fees due to many food establishments paying late in spite of repeated reminders, and the considerable staff time needed to deal with non-payers operating without a permit.

Reports

Kandis Boersema, Associate Administrator of Fiscal and Support Services, reported that through October 2018, 84% of the year completed, the revenue was 87% of budget and expenses were 84% of budget. She also reported that DOH released their results of a recently performed fiscal monitoring of the Consolidated Contract grant. The results were satisfactory she shared the results letter with the Board.

Carol McCormick, Associate Administrator for Personal Health Services, reported that our TB patient is doing well and our TB nurse is working on updates for local providers about changes in treatment for patients with Latent TB. Carol also reported that our Immunization Program administered 178 flu vaccines this year and local cases of Influenza-like Illnesses are starting to rise, but are still below base line.

Veronica Farias, Health Communications Coordinator, gave a brief follow-up from last month's report. She discussed the social media analytics for Chelan-Douglas Health District's Facebook and Twitter account. She reported that 21 out of 466 of our fans on Facebook are Spanish speaking, 60% of Facebook fans are between the ages of 25 to mid-40's. She reported that almost 50% of our Twitter fans are from the State and many are on the Eastside of the United States. She also reported that on our Facebook page, from October 9th to November 8th, we had 10, 972 visits on the English site and 574 on the Spanish site.

Barry Kling, Administrator/Environmental Health Director, reported on the Land Use/Onsite and Food program. He stated that both programs have been very busy, but have managed to keep up. He reported that earlier in the year the Land Use/Onsite Manager departed which left an opening for an Environmental Health Specialist, but we were able to fill that position fairly quickly. He also reported that the Food Program has been very busy as well and the numbers show that we are well ahead of recent years. Barry also reported that Jackie Dawson, our regional Epidemiologist, has had to retire

unexpectedly, as of January 1st. The funding for this position is from CDC through DOH. It is a regional emergency preparedness position, which means the Administrators from the Local Health Jurisdictions in our region (Kittitas, Grant and Okanogan County) have to make joint decisions on filling Regional job positions. He stated that they have been working on a job description and moving as quickly as possible to fill the position. He hopes to be able to fill the position with someone who has a significant amount of field epidemiology experience.

Dan Sutton, Douglas County Commissioner, made a motion to adjourn the meeting at 3:59 p.m. Jill Thompson, Waterville Town Council, seconded the motion and it carried unanimously.


John Sterk, Chair